

# UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Oregon State FSA Office  
Tualatin, Oregon 97062

OR NOTICE GEN - 113

FOR: COUNTY OFFICES

## Workload Training

APPROVED BY: State Executive Director



LEF:mac

### 1 Overview

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#### Purpose

The purpose for this Oregon Notice is to:

- Provide information on the upcoming Workload training.

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#### Authorized Attendees

Travel and per diem are authorized for the following employees:

- **County Executive Directors & CED Trainees, and Acting CED in Jackson County**
- **Farm Loan Managers**
- **District Directors**

**Note:** This training is optional for FLMs, attendance should be discussed with your DD.

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#### Training Location Information

Training will be held in each District as follows:

- **District 1 - (Charley's District) September 23, 2004.** From 10 am to 4 pm at the Union County FSA Office.
- **District 2 - (Rick's District) September 28, 2004.** From 10 am to 4 pm at the Oregon STO.
- **District 3 - (Harvey's District) September 29, 2004.** From 10 am to 4 pm at the Lane County FSA Office.

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#### Travel Authorization

Employees are authorized to travel on the day of their training and the following day if necessary. Employees should consider all courses of action that will reduce the total cost of the training i.e., sharing rides and driving government vehicles. Some employees may need to make hotel reservations for the day of the meeting, if so contact your DD for approval and for a list of hotels in the area.

*Continued on the next page*

**DISPOSAL** January 31, 2005

**DISTRIBUTION** CED's, COT's, DD's, STO

Date 08/18/2004

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**Training Topics**

Topics that will be covered include:

- reviewing the purpose and uses of the County Office Workload Program
- new and revised work items and instructions
- how and when units are counted
- the importance of accurate entry of estimated workload
- how to use handbook exhibits to complete workload report
- reviewing workload reports

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**STO Contacts**

Direct questions concerning the training to the following STO contacts:

- Roger Tresham
  - Marjorie Crooker
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